



Tunghai University Foreign Student Handbook - Academic Related Matters

There are five subordinate units to this Office which are Registrar Office, Curriculum Office, Admission Office, Center for Teaching and Learning, Center for General Education. Registrar Office manages whole school students' registration, enrollment status, exam results and graduate degree exams, Curriculum Office is in charge of whole school students' course works and exams, Center for Teaching and Learning supports teaching and learning, Center for General Education is responsible for course giving and management of general education curriculum. The relevant provisions of immediate concern to foreign Students provided by Registrar Office and Curriculum Office are hereby described in summary as follows:

1. Enrollment

- 1-1. New students and transfer students admitted shall register, pay the fees and handle admission procedures on the date specified by the School, in the event of illness or any special situation, the student may postpone the enrollment on the condition that he or she produces evidentiary documents and applies in advance and obtain the approval; in case that the student fails to apply for an extension or the extension has expired, such admission shall be withdrawn.
- 1-2. Before the school year, students shall pay the fees of each item in accordance with the regulations, the amount of which hereto will be published before the beginning of each semester.
- 1-3. New students are required to submit the following official academic documents before admission. Applying for holdover of such documents and having been approved by the School, the student may enter School without the foregoing documents and shall hand in such documents at the specified time. Exceeding the time limit, the admission shall be canceled forthwith.
 - 1-3-1. Passport (must submit a photocopy additionally, original will be returned after verification) and a photocopy of the ROC visa page.
 - 1-3-2. Academic certificates complied with the provisions of admission brochures. (Must be verified by our embassies, representative offices or other institutions authorized by the Ministry of Foreign Affairs)
Note: If the diploma is in the language other than Chinese or English, it shall be accompanied by certified translations in English or Chinese; diploma issued by the school acceptable to our country needs not to be verified by our foreign institutions.
 - 1-3-3. Transcripts of past years (must be verified by our embassies, representative offices or other institutions authorized by the Ministry of Foreign Affairs)



Note: If the transcript is in the language other than Chinese or English, it shall be accompanied by certified translations English or Chinese; transcripts issued by the school acceptable to our country need not to be verified by our foreign institutions.

- 1-4. In case that the admission documents of experience and educational background are found and proved to be guised, fraudulent, forged, altered etc., the student shall be expelled from school. The School will notify his or her parents or the guardian, and will not issue any documents related to schooling. If such breach is found after graduation, in addition to an order of diploma cancellation, the School will withdraw his or her graduate qualifications.
- 1-5. Students shall make the payment of fees payable prior to the Class Start Date specified in the School calendar in each semester, the payment of fees payable shall be deemed to have completed the registration.
- 1-6. Students unable to make the payment within the prescribed time limit due to special circumstances, shall submit relevant documents before admission and apply for delaying payment; delays without approval or failed to pay even after notification upon such approval shall be deemed unregistered, the student shall be suspended from school by order. But the suspension having exceeded a total of two academic years, the student shall be ordered to withdraw from School.
- 1-7. New students and transfer students shall study at admitted faculties (institutions) or groups, and may not apply for transfer to another faculty (institution) or group after admission. But Bachelor students may apply for a department transfer after completion of the freshman year in accordance with the provisions of department transfer.

2. Credit Transfer

Courses and credits having been completed and passed before admission as the case may be waived by the School for credit transfer, and the student may be put into higher grade depending on the amount of credit transfer, but, on the condition that the student must have completed at least one academic year; students' credit transfer shall be handled according to Regulations on Credit Transfer of the School.

3. Course Selection

- 3-1. Students shall apply for course selection in accordance with the curriculum schedule and relevant regulations of course selection posted per semester by the School; registered students having not yet selected course as of the deadline of course adding & drop shall be suspended from school. If his or her suspension has expired, the



student shall be made to withdraw from School.

- 3-2. Matters of course adding or drop shall be handled within the time limit stipulated in each semester calendar, in case of the course, drop due to special circumstances, having been approved by Department (Institutions) directors, students may handle the matters thereof within six weeks after admission.
- 3-3. Number of credits needed by an undergraduate for each semester shall not be less than sixteen and not more than twenty-five for the first to three academic years (one to four academic years for Architecture Department) and not less than nine and not more than twenty-five for the fourth academic year (fifth academic year of Architecture Department). However, cases in special circumstances and approved by the Department Director and having registered at the Office of Academic Affairs for future reference are excluded. Credits needed by Master and PhD students for each semester shall be stipulated by each Department (Institution).
- 3-4. The courses that students attend in each semester shall take its enrollment record as valid and binding, courses without being selected will not be registered even its results are presented; courses having been selected without withdrawal shall not be abandoned halfway, otherwise its results will be counted as zero and incorporated into the semester average total results.
- 3-5. Students of this School may apply for elective curricula of other colleges or universities, but the courses shall be limited to those unopened by this School; applicants hereto shall obtain consent of this and other Schools. Application for curricula of other schools shall be handled in accordance with the School's Interscholastic Course Selection Implementation Regulations.
- 3-6. Students of each Department (Institution, Center) may apply for attendance of courses opened during summer vacations. Application for summer vacation courses shall be handled in accordance with the School's Regulations on Course Offering and Teaching.
- 3-7. School students unable to go to class shall handle the procedures according to the Regulations of Leave Taking of Students, application for leave having been approved shall be deemed absence from school, any unapproved leave shall be deemed truancy.
- 3-8. In the event that the number of truancy and absence hours reaches one-third of the actual teaching hours of the certain course in a semester, the student shall not participate in the semester examination of the certain course, and the exam results for such certain course shall be deemed zero. But for pregnancy, childbirth or infant nursing's needs, resulting in the approved compassionate (sick) leave or maternity leave, his or her absence shall not be penalized; and leading to an excessive one-third of full teaching hours of a semester, the results for such certain course may be settled flexibly, depending on the needs and the subject nature, in some way such as make-up exams or other remedial measures, the results in such make-up exams shall be



counted and deemed actual results.

- 3-9. If the number of accumulated leave days reaches one-third of the total actual teaching days of a semester, such situation shall be deemed failure to meet the basic requirements of learning, the student shall be made to be suspended from School. In case his or her suspension has expired, such student shall be made to withdraw from School. But for pregnancy, childbirth or infant nursing's needs, resulting in the approved leave, the leave days will not be accumulated.

4. Academic Credits

- 4-1. The total number of graduate credits for undergraduates shall not be less than one hundred and twenty-eight, that for master graduates (excluding theses) shall not be less than twenty-four, and that for the doctoral graduates (excluding dissertation) shall not be less than eighteen, but each Department (Institution) may, depending on the situation, increase the course credits. Matters of course credits which should be taken shall be implemented according to the table of required courses in each grade of each Department (Institution). Students failed to complete the courses listed in the table shall not graduate.
- 4-2. Teaching hours of PE and military training (nursing) are two hours per week for undergraduates. PE is a compulsory course for two academic years, military training (nursing) is required for one academic year, such credits do not count for the degree. Military training (nursing) for Sophomores, PE for Juniors and Seniors is an elective course, if failed in such courses, the results of which shall be counted and listed in failing academic credits of the semester, but if passed, it shall not be counted in the required minimum graduate credit of the Department.
- 4-3. Courses have been passed or approved to be waived shall not be permitted to repeatedly attend, unless otherwise specified by each department. Repeated and passed credits shall not be counted in the required minimum graduate credit, but shall be counted in as the semester and graduate results.
- 4-4. A student graduated from an equative school of the same kind in abroad, Hong Kong or Macao whose grade of graduation is equivalent to the second grade of our domestic senior high school, entered the Bachelor program of this School with the same education level, shall increase twelve required graduate credits within the specified period of the program.

5. Performance Evaluation

- 5-1. Student results are divided into two kinds which are academic performance (PE, military training, nursing included for undergraduate program) and conduct performance. Percentile calculating method is used in various results assessment.



Sixty is the pass mark for each subject of semester results (including conduct) for a Bachelor, and seventy for a graduate, credits shall be given only to the students having passed; students with completion of only one semester subjects among the whole academic year shall not be given credits. Subjects of special nature approved by the Curriculum Committee of the Department (Institution) and the Academic Conference may be appraised in the way of "Approval" and "Unapproval".

- 5-2. Sixty is the pass mark for graduates taking undergraduate basic courses for credit recovery, such mark shall not be counted in average academic results of a semester and not counted in graduate credit either. Students shall not participate in the degree examination before passing the courses for credit recovery. Seventy is the pass mark in the graduate degree examination.
- 5-3. Performance Evaluation of Student Results is divided into the following types:
 - 5-3-1. General Evaluation: evaluated at any time by course teachers.
 - 5-3-2. Midterm Examination: held within the time prescribed during the semester.
 - 5-3-3. Final Examination: held within the time prescribed at the end of a semester.
 - 5-3-4. Doctoral Candidacy Examination: held according to the regulations of Implementation Directions for Doctoral Candidacy Examination of this School.
 - 5-3-5. Master, Doctoral Examinations: held according to the regulations of Postgraduate Degree Examination Rules of this School.
- 5-4. The following are types of academic results of our students:
 - 5-4-1. General Performance: decided according to work performance of general evaluation, experiment report etc.
 - 5-4-2. Results in Midterm Examination: decided according to results in midterm examinations.
 - 5-4-3. Results in Final Examination: decided according to results in final examinations.
 - 5-4-4. Semester Total Points: decided according to calculation of General Performance, results in Midterm and Final Examinations.
 - 5-4-5. Graduate Results: for Bachelor graduates, the total number of results integration (including courses taken in summer vacation) divided by overall credits of the semester equals the Graduate Results; for Master, Doctoral graduates, the average of academic average results and the results in the degree examination shall be the Graduate Results.
- 5-5. Calculation Method on Academic Semester Average is as follows:
 - 5-5-1. The credits of courses multiplied by the courses results equals the integration.
 - 5-5-2. The total of credits of all courses taken by the student is the total number of credits.
 - 5-5-3. The total of integration of all courses is the total number of integration.
 - 5-5-4. The total number of integration divided by the total number of credits equals the



overall average results.

5-5-5. Results of flunking or zero of the subjects shall be counted in the average results of the academic semester.

- 5-6. For Bachelor program, subjects flunked in semester results shall not be offered a make-up examination except freshman military training, and required courses shall be retaken; for graduate courses, semester failing subjects shall not be offered a make-up examination, and required courses shall be retaken. Bachelor overseas Chinese students and foreign students having not passed the semester subjects, and twice the cumulative number of credits reached up to two-thirds of the total of semester results, such student shall be made to withdraw from School.
- 5-7. In the event of serious illness, major accidents or pregnancy, childbirth, infant feeding resulting in approved exam leave and was absent from the exam, the student may take a mid-term make-up exam held by course teachers, while a final make-up exam shall be scheduled integratedly by the Office of Academic Affairs. Such make-up achievement shall be counted with other results and deemed the semester performance. Being absent from the exam without approved leave, the results of such missed exam shall be counted zero. Cheating on midterm, final or graduation exams, the semester results shall be counted zero.

6. Change of Major(Department Transfer)

- 6-1. Students intending to transfer to another Department (Institution) or Group shall apply with the Office of Academic Affairs within the prescribed period according to the school calendar, applications exceeding the time limit shall not be accepted. Only one application for transfer of Departments (Institutions) or transfer of Groups in the same department is allowed. But studying under one academic year or extending length of study or during the suspension or situation of being forbidden to transfer regulated in the enrollment brochures, such students shall not be allowed to transfer.
- 6-2. Undergraduates may apply before the beginning of second academic year for transfer to Sophomore of other Departments (Groups); may apply before the beginning of third academic year for transfer to Junior of other Departments (Groups) of similar nature or Sophomore of other Departments (Groups) of different nature; may apply before the beginning of fourth academic year for transfer to Junior of other Departments (Groups) or minor program of similar nature; the applicants of higher grade, depending on their subjects and credits having been completed, may apply for transfer to the appropriate grade of Departments (Groups) or minor program of similar nature.
- 6-3. Master, doctoral graduates having studied more than one academic year, due to special circumstances, approved by the director of original Department (Institution) that the student was studying in and reviewed and approved by the Review Committee may



transfer to other Departments (Institutions).

- 6-4. The credits of which the courses having been passed in the original Department (Institution) or Group whether or not be counted in graduate credits shall be affirmed by the recipient Department (Institution) or Group. Affirmation of credits shall be completed before the end of the approved semester; the transfer students' graduation is subject to the completion of courses and credits required by the recipient Department (Institution) or Group, his or her missed courses of freshman and sophomore shall be given first priority to make up.

7. Minor, Double Major, Credit Program

- 7-1. Undergraduate students may apply for selecting other department to be the minor program from the second academic year. Being approved to select a minor, the student shall complete at least twenty credits of professional required courses of such minor. In the event that partial courses of minor program which should be taken are the same as that of the required courses of the major department, such courses shall be waived repeatedly taken, but other professional courses of the minor shall be taken instead; having completed all courses required by the minor, if the minor courses are different from the major, they shall be counted in selective graduate credits of major and limited to 12 credits; the study of minor in courses shall be handled according to the Regulations of Minor Programs of the School.
- 7-2. Bachelor program honors students, agreed by the Director of Department, may additionally take other department to be double major from the second academic year. Such students shall complete all the professional required courses of the second Department. Students who take double major shall handle the affairs according to the Regulations of Double Major of the School.
- 7-3. To expand students' learning field, each teaching unit may set up cross department, institution, college credit program. Students may take the credit program on the basis of audit. In case of need of classes additionally opened by the School due to special circumstances, students shall make payment for credits. If failed to complete the courses of credit program which should be taken within the prescribed period, students may apply for extension of the length of study to the limit of two years. If the courses of credit program which should be taken are the same as those of the major Department, such courses may be waived; whether the course different from the major Department's be counted in graduate credits or not, may be determined by the department the student affiliated to.

8. Suspension, Withdraw, Rehabilitation

- 8-1. In case of illness, pregnancy or childbirth producing relevant documents issued by the



authorized hospitals of National Health Insurance Bureau or qualified physicians, or any other relevant documents due to accidents and signed or sealed and consented by a parent or guardian (master, doctoral students may be exempted from parental consent), the student may apply for suspension or withdraw. But in the event of students' academic interests, family, economic factors, the application for suspension or withdraw shall be subject to the approval of the tutor or Department (Institution) Director.

- 8-2. Freshmen and transfer students in the first semester, are required to complete the registration formalities before they may apply for suspension. A midway application for suspension in the semester shall be submitted no later than a week before the calendar prescribed semester exam (final exam) starts, the various achievements within the suspension during the semester shall not be taken account; application for suspension during summer vacation shall be filed before the beginning of the ensuing semester.
- 8-3 Students' suspension may be approved by the school for a period of one semester, one academic year or two academic years. Accumulated leave of absence shall be limited to a maximum of two academic years. Upon the expiration, due to serious illness or major special accident resulting in another necessary application for suspension, if producing related documents issued by a public or a teaching hospital, it may be submitted as a project and approved by the Director of Academic Affairs to extend suspension for up to two academic years limit. Application for suspension due to pregnancy, childbirth, feeding children, shall be excluded from the restriction of cumulative two academic years, and pregnancy, childbirth and infant feeding shall not be counted in the period of suspension.
- 8-4. Upon expiration of suspension, unless the application for another suspension complying with the requirements and was approved, students shall return to school to complete the registration formalities within the time limit prescribed by the School, any overdue suspension or overdue return without application for another suspension shall be deemed no willingness to education, students shall be ordered to suspend, but accumulated suspension having reached a total of more than two academic years, students shall be made to withdraw.
- 8-5. When suspended students return to school, he or she shall enter the academic year or semester connected with the original studying Department (Institution) to study. But returning after midway suspension in a semester, students shall enter the original academic year or semester of such suspension.
- 8-6. Foreign students studying in Taiwan and being permitted to initially set up household registration and move household registration in Taiwan during the education leading to a Naturalization or resumption of ROC nationality resulting in loss of identity of foreign students, the student shall be made to withdraw.



8-7. If any of the following situations occurs, the student shall drop out from School:

8-7-1. Admission or transfer eligibility reviewed to be incompatible.

8-7-2. Failed in conduct performance.

8-7-3. Upon the expiration, having not yet completed courses and credits which should be taken required by the Department (Institution) the student affiliated to.

8-7-4. Failed in Doctoral Candidacy Examination, and again failed at the second time.

8-7-5. Failed in Master Degree Examination, not qualified for second time exam or qualified but failed again.

8-7-6. Shall be ordered to drop out according to other relevant provisions.

8-7-7. Shall be ordered to drop out according to Regulations of Award and Penalty on Students of this School.

8-7-8. Initiatively applied for dropouts.

9. Requirements for English and PE Graduation Threshold:

9-1. Graduation Threshold for English Proficiency:

9-1-1. Since academic year of 2011, Day Division students of Bachelor must pass English Proficiency Test Standards prescribed by the School before they can graduate.

9-1-2. Day Division students of Bachelor having achieved one of the following English proficiency test standard shall be deemed to have passed graduate threshold for English Proficiency of our School.

9-1-2-a. General English Proficiency Test (GEPT), Intermediate, First Try (or above)

9-1-2-b. TOEFL iBT (IBT) 52 points (or above)

9-1-2-c. Test of English for International Communication (TOEIC) 550 points (or above)

9-1-2-d. The International English Language Testing System (IELTS) Level 5 (or above)

9-1-2-e. Foreign Language Proficiency Test (FLPT) total results of 3 English written exams 195 points (or above)

9-1-2-f. Cambridge English Language Assessment (CMS) PET (or above)

9-1-2-g Business Language Testing Service (BULATS) ALTE Level 2 (or above)

9-1-2-h Ascentis Anglia ESOL Examinations (Anglia Ascentis) Pre-Intermediate (or above)

9-1-2-i Other equivalent English Proficiency Tests (assisted and appraised by English Center)

9-1-3 Day Division students of Bachelor having achieved one of the preceding test standards (including achieved before admission) may produce one piece of test



report of original and photocopy to handle registration procedures at the Department Office in March or October, once approved, the student shall be deemed to have passed graduate threshold for English Proficiency of our School.

9-1-4. The regulations hereof apply to non-English native students; English native students may produce SAT (Scholastic Assessment Tests), ACT (American College Testing) or other English Proficiency Test certificates to handle registration procedures of passing graduate threshold for English Proficiency of our School.

9-2. Graduate Threshold for PE:

9-2-1. Since academic year of 2011, Day Division students of Bachelor must pass PE graduate threshold before they can graduate.

9-2-2. Implementation Directions for PE graduate threshold are as follows:

9-2-2-a. PE knowledge quiz shall be implemented after sophomore midterm exam of second semester, its pass mark is 60.

9-2-2-b. During the semester, students shall pass physical fitness test in the first semester of fourth year, the standards of physical fitness test are: girls shall complete 800 meters of running / walking respectively within 295 seconds (4 minutes 55 seconds), and boys shall complete 1600 meters of running / walking respectively within 528 seconds (8 minutes 48 seconds)

9-2-2-c. Those who failed to pass the physical fitness tests shall apply for the implementation of self-learning with the PE Office.

9-2-2-d. Self-learning course schedule starts from the filing date and ends at the deadline of Senior graduation exam.

9-2-2-e. Those who completed self-learning courses may return self-learning proximity cards at any time.

9-2-2-f. For graduation beforehand, students may submit evidence and apply with the PE Office three months before graduation for physical fitness tests.

9-2-2-g. The Following is the Parallel Table of Physical Fitness Tests.

Performance of Female Physical Fitness Tests	Performance of Male Physical Fitness Tests	Self-Learning Course (Running / Walking)
296-325seconds	529-558 seconds	10 laps
326-355 seconds	559-588 seconds	20 laps
356-385 seconds	589-618 seconds	30 laps
386-415 seconds	619-648 seconds	40 laps



416-445 seconds	649-678 seconds	50 laps
446-475 seconds	679-708 seconds	60 laps
476-505 seconds	709-738 seconds	70 laps
506-535 seconds	739-768 seconds	80 laps
536-565 seconds	769-798 seconds	90 laps
566-595 seconds	799-828 seconds	100 laps
596-625 seconds	829-858 seconds	110 laps
626-655 seconds	859-888 seconds	120 laps

9-2-2-h. Self-learning course venue shall be the ground track field.

9-2-2-i. Implementation of self-learning courses each time shall not be less than two laps, at most 5 laps

9-2-3. Students in condition of the following situations may apply with the PE Office for exemption from physical fitness tests:

9-2-3-a. Students holding Disability Cards or Catastrophic Illness Cards, verified by the director of PE Office, shall be exempted from physical fitness tests and self-learning courses, but still need to pass PE knowledge quiz.

9-2-3-b. Students holding documents issued by renewed hospitals accredited Cum Laude (Excellent, or above) affirming unsuitability of taking strenuous exercise (asthma, heart disease, scoliosis ...), verified by the director of PE Office, shall be exempted from physical fitness tests, but still need to complete 50 laps of self-learning courses and pass PE knowledge quiz.

9-2-3-c. Students with Intermittent Dysfunction shall produce a Certificate of Diagnosis issued by renewed hospitals accredited Cum Laude (Excellent, or above) and verified by the director of PE Office so as to be exempted from physical fitness tests or self-learning courses, but still need to pass PE knowledge quiz.

10. Term of Study, Graduation, Degrees Conferred

10-1. A Credit-Based System is adopted for Undergraduate students, term of study for the Department of Architecture shall be five years, and four years for the rest of the departments. Term of study for graduates respectively are one to four years for Master courses, two to seven years for PhD. But an in-service graduate failed to complete courses which should be taken within prescribed length of schooling or failed to accomplish dissertations, as the case may be extended one semester to two academic years; the above in-service graduate is referring and limited to the student deemed an



in-service graduate in the entrance admission list.

- 10-2. Term of study for students directly advanced study of PhD, from the beginning of transfer to the doctoral program shall be handled in accordance with Regulations on New Students of Doctoral Program; students approved to return to master program, on the order, the length of study in doctoral program shall not be incorporated into the maximum length of study of the doctoral program counting.
- 10-3. Undergraduate students with outstanding academic results, having completed all credits required by the Department one semester or one academic year before the expiry of the prescribed length of study and conforming to the following sections of standards, may graduate ahead of the schedule. Failing to comply with the following provisions, the student should still be enrolled and whose required credits shall be determined by the Department director in accordance with the School Regulation 21.
 - 10-3-1. Average of each semester performance exceeds 80.
 - 10-3-2. Ranking within the top 5% among all students of the certain grade of the Department each semester.
- 10-4. Undergraduate students failed to complete the courses and credits required within the specified period of the program may apply to extend the length of the program, limited to two years. Students selecting double major, two years after the extension, having completed credits of the courses which should be taken while failed to complete the courses of the other major Department which should be taken, may apply for a further extension of one year, but shall be limited to required courses of such major Department.
- 10-5. Due to needs of pregnancy or childbirth, students may submit relevant documents issued by Health Insurance Administration's appointed medical institutions or qualified physicians, and apply with the School for an extension of study of at most one academic year; due to needs of feeding children aged under three, may submit relevant documents and apply for extension of study of at most three academic years.
- 10-6. Undergraduate students having completed the prescribed courses and credits within the time limit, passed other graduation qualifying criteria set by the School, and passed conduct, PE (compulsory), military training or nursing (compulsory), handiwork of each semester or qualified for graduating beforehand, may be approved to graduate, awarded bachelor degrees and issued certificates of degree by our School.
- 10-7. Graduate students upon expiry of study, having completed the prescribed courses and credits, passed conduct performance of each semester and Master Degree examination, shall be awarded a master's degree, and after the completion of leave formalities, the School shall issue a Master's Degree Certificate.
- 10-8. Graduate students upon expiry of study, having completed the prescribed courses and credits, passed conduct performance of each semester and Doctoral Candidacy



Examination and Doctoral Examination, shall be awarded a PhD degree, and after the completion of leave formalities, the School shall issue a PhD Degree Certificate.

10-9. The time the School awards degree certificates are January for the first semester graduates and June for the second semester graduates (including summer vacation study). But students having completed the required courses and credits while failed to take the courses other than thesis subject in the semester of participation in degree examinations, may be awarded degree certificates in the month of passing degree examinations.